



## Working with Multiple Organizations in ezFedGrants

### Quick Reference

#### Before You Begin

This document explains how you can join and leave organizations in ezFedGrants so that you can complete tasks (create applications, sign agreements, prepare claims and reports, etc.) for multiple organizations.

#### Key Terms

- **Organization:** Any of a number of institutions, such as colleges, universities, non-profits, tribal organizations, state governments, or otherwise, that engage with the Federal Government through grants or other types of agreements.
- **Organization ID:** Organization IDs, such as UEI numbers, are used to indicate the specific legal entities that are recipients of Federal grants/agreements. Each organization has at least one unique organization ID. Large or multifaceted organizations may have multiple IDs under a larger institutional umbrella (such as separate departments or campuses of a single university).

#### You Will Need

- A eAuthentication/Login.gov Verified Identity Account
- Organization IDs for all entities you will represent in ezFedGrants

#### Getting Started

Launch the ezFedGrants External Portal (through the [OCFO ezFedGrants website](#)) and log in with your eAuthentication/Login.gov Verified Identity account.

#### Adding Organizations

##### New Users

If you do not already have access to ezFedGrants, you will need to submit a new Role Assignment Request as described in the **Role Assignment Request Job Aid**.

You can include multiple organizations with your access request or use the subsequent instructions to request additional organizations after your initial access request is approved.

##### Existing Users

If you already have access to ezFedGrants, you can submit requests for access to additional organizations through the **Join Additional Organization** button on your **User Profile**.

#### Leaving Organizations

If you no longer require ezFedGrants access for an organization, please contact a Grants Administrative Officer (GAO) for that organization to have your access to that organization deactivated. Please include the specific organization ID (i.e. UEI number) with your deactivation request.

If you are the **only GAO** for an organization you need to leave, you must assign another user to the GAO role and then ask that user to deactivate your access.

If you are the **only user** for an organization, please contact the ezFedGrants Help Desk ([ezFedGrants-cfo@usda.gov](mailto:ezFedGrants-cfo@usda.gov)) to have your access deactivated.

#### View My Organizations

Your active organizational affiliations are listed on your **User Profile**.

#### See Also

##### Job Aids

- [ezFedGrants External Portal User Roles Quick Reference](#)
- [Role Assignment Request Job Aid](#)
- [Using ezFedGrants – Your User Profile Job Aid](#)
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##### Need Help?

Contact the ezFedGrant Help Desk at [ezFedGrants-cfo@usda.gov](mailto:ezFedGrants-cfo@usda.gov).